

# **Charter Holder Governance**

## **Notification Request**

### **Required Materials for Administrative Completeness:**

- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with A.R.S §38-431.01)
- Valid Fingerprint Clearance Card for new corporate entity member
- Notarized Affidavit, Disclosure and Consent for Background and Credit Check
- Background Information Sheet
- Official transcripts from the highest post-secondary education institution attended. Official transcripts from the educational institution must be received in the ASBCS office within 2 weeks of application submission.
- Copy of a valid fingerprint clearance card. Copies of applications to DPS will not be accepted.
- Provide information regarding any payment, benefit or consideration received or to be received by any party in the transition.
- Email address for new member

### **Eligibility Criteria –**

#### **In order for the request to be considered by the Board, the charter holder must:**

- Be in “good standing” with the Arizona Corporation Commission. This is determined by accessing information available through the Commission’s website.